

Blue is partially from last week

R9 FMD

Weekly FMD Branch Chiefs Coordination Meeting

March 31, 2016, 2:30 PM

**Attendees: Chris Halpin, Patrick Jones,
Ofelia Navarro, Bjorn Stumer, Kristie Srabian**

- Chris would like to start preparation for FMSPD's Open House. Chris will meet with senior staff to brainstorm options. Bjorn will work with Eric Garo regarding the Client Solutions Open House.
- Safety & Environmental Branch to start the procurement of the ARC Flash Project. Bjorn has the Scope of Work that must be completed. We need an Interim Policy.
- New LA Courthouse opens August 26, 2016.
- RWA's over prospectus require different approvals.....
- Performance Plans Change - 40% Leadership 60% archiving measures.
- Do better O&M Cost Reduction, Waste Diversion, Weekly Reports, Need to know hard dates. Do not enter information without hard dates.
- PC&B) Get our recruitment vacancies filled by July 1, 2016. We must go for the approved positions. Funds could be withdrawn.
- Review time of service calls for FMD. **R9 has the poorest record regarding most errors and longest completion time, on Service Calls for the Courts. FMSPD is to obtain the National Data to sit down to review next week. We may consider changing the way we categorise the service calls. Chris to contact Patricia for clarification and regarding courts service call response times**
- Each region may be allocated by CO \$250,000 for building improvement purposes with hopes that they will have positive impacts to our tenant satisfaction scores.
- Mandatory Supervisor Training is due May 2016.
- **(b) (2)**
- **The meeting on the 28th will include a briefing on progress of roadmap for success. Chris will send out an email with the agenda. The presentation should include information on how the effort will fulfill mission by end of year**
-
- **Cxm program – Chris wants to start doing some field work.. Chris and Ofelia to meet to discuss strategies on transitioning project information.**
- **Chris, Ofelia, Mark, Danielle and Caroline to meet next week to discuss Energy and Sustainability workflow FMD Reorganization.**
- **. Chris will meet with Patrick and C. Armijo next week regarding courts service call response times and review historical data. Chris will reach out to Patricia to clarify.**

- (b) (2)
- Branch chiefs should ensure all staff who manage projects should complete the PMO Survey via a link in Dan's weekly.
- Please feel free to add if I have missed anything.

Action Items from March 25, 2016

Action Items:

- 1. Possible FMD Open House in July. Next week, Chris will meet with senior staff to brainstorm options. Bjorn will reach out to Eric Garo regarding the Client Solutions Open House.**
- 2. Chris, Ofelia, Mark, Danielle and Caroline will meet next week to discuss Energy and Sustainability work flow FMD reorg.**
- 3. Supervisors need to complete required training on OLU.**
- 4. Chris will meet with Patrick and C. Armijo next week regarding courts service call response times and review historical data. Chris will reach out to Patricia to clarify.**

(b) (2)

- 6. Lisa will provide Chris with information regarding available leadership programs by next week.**
- 7. Branch chiefs should ensure all staff who manage projects should complete the PMO Survey via a link in Dan's weekly.**

Blue is partially from prior weeks

R9 FMD

Weekly FMD Branch Chiefs Coordination Meeting

April 7, 2016, 2:00 PM

**Attendees: Chris Halpin, Patrick Jones,
Ofelia Navarro, Bjorn Stumer, Kristie Srabian**

- (b) (6)
- October 18, 2016 the date set for FMD's Open House.. Bjorn will work with Eric Garo regarding the Client Solutions Open House. All games and and ideas are to be completed by the beginning of August. (Please see bottom of page for additional information)
- FMD must telework April 29th through May 2 and return to the office May 3rd.
- Kristie to get Chris and Wesley a conference room April 29th through May 2 to work in for the move. Yuma Conference Room.
- (b) (2) (b) (6)
- Chris, Lisa & Branch Chiefs reviewed new seating space for the restack. Chris to take another shot at seating for Anthony
- Chris Armijo to review previous data and presentation that was sent to Central Office and need draft for Courts
- Roadmap to Success April 24th date to be rescheduled to a day in May. (Tentatively May 19, 2016)
- Chris is looking for a Formal FMD Process for how FMD is to do Commissioning. What do technicians look at, what is their job?
- Before moving PMMS & MARS into other branches we need to know the timeline that the new intern can take it. Think how we can do that.
- Review time of service calls for FMD. R9 has the poorest record regarding most errors and longest completion time, on Service Calls for the Courts. FMSPD is to obtain the National Data to sit down to review next week. We may consider changing the way we categorise the service calls. Chris to contact Patricia for clarification and regarding courts service call response times
- Mandatory Supervisor Training is due May 1, 2016.
- (b) (2)
- The meeting on May 19th? will include a briefing on progress of roadmap for success. Chris will send out an email with the agenda. The presentation should include information on how the effort will fulfill mission by end of year
- Cxm program – Chris wants to start doing some field work. Chris and Ofelia to meet to discuss strategies on transitioning project information.
- Chris will meet with Patrick and C. Armijo next week regarding courts service call response times and review historical data. Chris will reach out to Patricia to clarify.

(b) (5)

[REDACTED]

[REDACTED]

(b) (5)

Action Items from March 25, 2016 & April 7, 2016

Action Items:

1. FMD Open House in October 18. The beginning of August have games ready. Bjorn will reach out to Eric Garo regarding the Client Solutions Open House.
2. Supervisors need to complete required Supervisor training in OLU by May 1, 2016.
3. Chris to review previous action. Sent data to Central Office presentation. Need Draft for Courts Armijo next week regarding courts service call response times and review historical data.

(b) (2)

6. Lisa will provide Chris with information regarding available leadership programs by next week.
7. Branch chiefs should ensure all staff who manage projects should complete the PMO Survey via a link in Dan's weekly.
8. Chris, Ofelia, Mark, Danielle and Caroline to meet next week to discuss Energy and Sustainability workflow FMD Reorganization.

9 (b) (2)

- Safety & Environmental Branch to start the procurement of the ARC Flash Project. Bjorn has the Scope of Work that must be completed. We need an Interim Policy.

FMD Open House, October 18, 2016

Actions Items to accomplish:

- We may want to use the open house to announce our new Division's Name. FMD
- Each week we should reach a predetermined goal before the Open House

- **Have all FMD Staff write a small synopsis about themselves and what they do (their job) in FMD. Run it by the Branch Chief/Division?**
- **Have a recording of each synopsis (Iphone for this)**
- **Have a photo for each staff member (use Iphone)**
- **Figure who just needs a snapshot or a recording for their presentation of their synopsis.**
- **Determine what time of day would be best for the Open House.**
- **Set-up a potluck list for folks to bring food in? Plan for 80 people.**
- **Determine what types of food to serve at the Open House.**
- **Dips and chips went well for the Client Solutions Open house**
- **Crackers, spinach dip, salsa, chips, dessert pastries, banana bread, coffee cake, cheese ball, bagels & cream cheese, guacamole.**

Blue is partially from prior weeks

R9 FMD

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Ofelia Navarro, Bjorn Stumer, Kristie Srabian**

- (b) (6)
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- Mandatory Supervisor Training is due May 1, 2016.
- We need to justify a permanent FTE for the NCMMS rollout.
- The meeting on May 19th? will include a briefing on progress of roadmap for success. Chris will send out an email with the agenda. The presentation should include information on how the effort will fulfill mission by end of year
- Cxm program – Chris wants to start doing some field work. Chris and Ofelia to meet to discuss strategies on transitioning project information.
- Chris will meet with Patrick and C. Armijo next week regarding courts service call response times and review historical data. Chris will reach out to Patricia to clarify.

For today's Meeting:

(b) (5)

[REDACTED]

(b) (5)

Action Items from March 25, 2016 & April 7, 2016

Action Items:

1. FMD Open House in October 18. The beginning of August have games ready. Bjorn will reach out to Eric Garo regarding the Client Solutions Open House.
2. Supervisors need to complete required Supervisor training in OLU by May 1, 2016.
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- **Have all FMD Staff write a small synopsis about themselves and what they do (their job) in FMD. Run it by the Branch Chief/Division?**
- **Have a recording of each synopsis (Iphone for this)**
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- **Crackers, spinach dip, salsa, chips, dessert pastries, banana bread, coffee cake, cheese ball, bagels & cream cheese, guacamole.**

Action Items from FMD Branch Chief Meeting (3/24)

FMD/BC Meeting Minutes x

3/24/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Kristie, Ofelia, Patrick, Bjorn

Action Items:

1. Possible FMD Open House in July. **Next week**, Chris will meet with senior staff to brainstorm options. Bjorn will reach out to Eric Garo regarding the Client Solutions Open House.
2. Chris, Ofelia, Mark, Danielle and Caroline will meet **next week** to discuss Energy and Sustainability work flow FMD reorg.
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7. Branch chiefs should ensure all staff who manage projects should complete the PMO Survey via a link in Dan's weekly.

Please feel free to add if I have missed anything.



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Minutes and Action Items from FMD Managers' Meeting-5/5/16

FMD/BC Meeting Minutes x

5/5/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Danielle, Paulina, Bjorn, Ofelia, Patrick

Agenda (Action Items in **BOLD**)

1. Holiday Party
Not discussed

2. Revised Travel Approvals are complete
All Branch Chiefs will review the FMD travel spreadsheet and determine actual needs and numbers to communicate to Chris by Friday.

3. Road map to Success
TBD

4. Property Management Conference
Not discussed

(b) (2)

6. FMD Open house
October 18 is projected date. **By the end of May, each Branch will have developed an overview of their program area.**

7. Other

A. Chris plans to schedule an All Hands Division Meeting for Thursday, May 19. Agenda includes: reiteration of telework and AWS policies as part of the consolidation discussion and the reveal of the divisional reorganization.

B. Chris reported that a push may come from Dan et al to have more "meaningful dialogue" with staff based on results of the recent Pulse Survey. There will also be information forthcoming on the Special Act Awards.

C. Supervisors should determine candidates they want to support in the upcoming call for the Competitive Development Program.

D. Reminder that training requests need to come from IDPs through Salesforce.

E. Administrative: Lisa will send the Branch Chiefs the finalized version of the Concur Approval spreadsheet. Lisa will assume Chris' spots in the approval chain. Lisa will now approve leave in ALOHA for supervisors who previously sent requests to Chris.

Minutes and Action Items from FMD Managers' Meeting- 5/12/16

FMD/BC Meeting Minutes x

5/12/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Ofelia, Bjorn, Patrick, Paulina

AGENDA

1. All Hands Meeting (Roadmap to Success) on Thursday, May 19 from 9-11am

- Dan approved the Facilities Management realignment.
- The meeting agenda is still under development, but will likely include: Discussion of the division realignment and a re-emphasis on the telework and AWS policies.

Action Items:

- Chris will send the most recent version of realignment power point to the Branch Chiefs in advance of the meeting.
- Lisa will send protocol for requesting telework/situational telework and AWS changes to the Branch Chiefs in advance of the meeting.
- For any staff being impacted by the realignment (b) (6) and/or the Branch Chiefs will brief them in advance of the meeting.
- Lisa and Chris will meet with Brian Monroe early next week to discuss plans and union notification.
- Lisa will contact Betta to include the meeting on Dan and Patricia's calendars.

2. Special Acts

- This awards programs recognizes staff efforts outside of the position descriptions. Awards from \$25-\$500 can be approved by the first and second line supervisors (Chris approving FMD awards). Awards from \$500-\$2900 must be approved by Dan and submissions will be vetted by the Division Directors.
- This awards program will have guidance issued in the near future from Patricia.

3. Administrative

- The FMD hiring initiatives were discussed. Chris informed Bjorn that she will confirm that Safety and Environmental will be allowed a third intern (b) (6)
- While the Competitive Development Program for this year has not been officially announced, Branch Chiefs are encouraged to determine candidates.

Action Items:

- Bjorn will review the Peace Corps list for possible civil/structural engineers or architects to interview for (b) (6) intern position.
- Paulina and Patrick are reviewing the Zerlina-supplied lists for candidates to interview for the Property Management intern position.
- Lisa will send the Branch Chiefs the forms that candidates and their supervisors will need to complete (likely by May 27) for the Graduate School USA's Executive Leadership Development Program.
- Branch Chiefs will give Chris access to their Branch calendars.

Meeting Minutes and Action Items from FMD Managers' Meeting- 5/19/16

FMD/BC Meeting Minutes x

5/19/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Patrick, Bjorn, Ofelia, Gary, Paulina, Kristie

AGENDA

1. All Hands Meeting (Roadmap to Success) on Thursday, May 19 from 9-11am

- Feedback from Patrick included questions on possible changes to branch responsibilities in light of the realignment.

Action Items:

- Lisa will send protocol for requesting telework/situational telework and AWS changes to the Branch Chiefs and Kristie to confirm process.
- (b) (6)
- Satellite, Virtual and Worksite agreements for pertinent staff need to be reviewed to ensure we can provide justification for these work arrangements. The agreements are supposed to be reviewed annually and ensure the business case is sufficient. Chris will send the instructions on how to complete the tool for these arrangements.
- (b) (6)

2. Administrative

- The Division Travel Budget was discussed. The supervisors have scrubbed their entries.
- Leave requested during the pay period should be submitted by the last Thursday (before the non-pay day Friday) of the pay period. Supervisors will sign time cards on Fridays (Mondays as backup).
- While the Competitive Development Program for this year has not been officially announced, Branch Chiefs are encouraged to determine candidates and have the staff complete the forms for the Graduate School USA's Executive Leadership Program (ELP). There are lunch time discussion sessions scheduled for May 24 and May 25 (11:30-12:30pm Nogales Room).

Action Items:

- Lisa will send a revised version of the Division Travel Budget to the supervisors. All users should revisit the spreadsheet monthly to update/remove items once travel has been completed.
- The Branch Chiefs will send any of the completed ELP forms by Tuesday, May 24 for Chris for review. Chris will confirm if the submission due date is still May 27.
- Lisa will send a template (eg. Scott Martin's travel request email) to all supervisors to use when requesting travel approval.
- Branch Chiefs should identify their wish lists for seating for staff and be prepared to discuss at next week's meeting. Please bring copies of the seating chart with notes.

FMD Branch Chiefs Meeting- Minutes and Action Items (5/26/16)

FMD/BC Meeting Minutes x

5/26/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Ofelia, Patrick, Bjorn, Chris, Paulina

AGENDA

1. Discussion of seating chart

- Chris reported that all Central Office FM staff will be sharing a suite, however, Chris will meet with Maria Ciprazo to confirm.

Action Items

- Branch Chiefs will talk with staff this week/early next week regarding increasing telework (if desired)
- Lisa will schedule a meeting for the managers on Wednesday to determine seating/desk assignments based on most current telework schedules/interest

2. Realignment Issues (eg. interns, hiring)

- Property Management received 7 applications for the 1176/GS-12 position and will be reviewing resumes to determine the interview list.
- Energy & Sustainability reported on the progress of their 6 positions.

Action Items

- **Lisa will continue to work with Zerlina to ensure division staff are included in upcoming Recent Grad panels.**

3. FMD Open house preparation - October 18

- Bjorn briefed the group on the progress of the planning team. Bjorn and Danielle will engage the division more directly in July to prep the video Eric Garo will film.

4. Competitive Development Candidates/Process

- (b) (6) [REDACTED] Patricia will let Chris know next week which candidates will be selected for the next phase.

Action Items

- **Chris will send the list of candidates to Patricia by COB on May 26.**

5. RWA and data entry

- (b) (2), (b) (6) [REDACTED]

6. Administrative (tw agreements, travel email, concur, aloha, branch calendars)

- Jamie will make purchases for the division as soon as she receives her purchase card. Gene Dea will make purchases in the interim- try to limit.

Action Items

-
- **All staff must update Chris when participating on interview panels and note on calendars.**
- **All telework agreements for FMD staff must be updated (see attachment) and saved to the branch folders: (b) (2) [REDACTED]**
- **Reminder: ALOHA leave requests for managers are sent to Lisa. Concur approvals have been updated, so Branch Chiefs can alert staff to appropriate primary Level 1 and Level 2 approvers (attachment)**
- **All branch chiefs will give access to their branch calendars to Lisa and Chris**

7. Other

- Update from Division Director's Meeting: The Service Centers will be reorganizing, and the announcement will be released on Friday, May 27, which will also information on the FMD realignment. Patricia wants FMD to organize Property Manager meetings/training every 2 months instead of quarterly.
- The POP will be located at 50 UNP.

Action Items

- **Branch Chiefs will provide Chris will suggestions for staff to present at the weekly Thursday Division Director's meeting. Suggested: Chris Cabato on Tenant Sat, Amy Pevzner, Jamie Beisner on the regional environmental program, Victor Gomez on NCMMS, Paulina Sheung on training and Demetria Summers.**
- **Chris will send Branch Chiefs the link to the proposed House resolution/bill to reorganize PBS.**

Attendees: Chris, Patrick, Ofelia, Bjorn, Lisa, Danielle (portion)

FMD Branch Chiefs- Minutes and Action Items (6/2/16)

FMD/BC Meeting Minutes x

6/2/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Bjorn, Ofelia, Patrick

AGENDA

1. Discussion of seating chart

- Chris asked that the Branch Chiefs confirm telework schedules and options for staff.

Action Items

- (b) (2)

2. Realignment issues (eg. interns, hiring)

- Patrick reported that the PM Branch had conducted three of their six planned interviews to fill their 1176/GS-12 opening.
- Ofelia updated the group on the various hiring announcements and submissions of the three 52 actions.

- Bjorn is participating in interviews of Peace Corps candidates this week and next. He suggested that Patrick might also determine a good candidate for his intern position from this pool.

Action Items

- **Lisa will send Chris the updated FMD PC&B 2016 spreadsheet to Chris which tracks the current hiring activities.**

3. Branch report outs of current issues/projections for next week

- Energy and Sustainability: SLAM will take place next week in SF/LA.
- Safety and Environmental: Arc Flash contracting commencing, Laguna ACM testing by FOH, and Jamie is working on procurement actions.
- Property Management: Central Office decision on ESPCs and O&M Costs, and Ryan has assumed time card duties.

4. Administrative (tw agreements, branch calendars, purchasing, out of office email)

Actions Items

- **Branch Chiefs will create group calendars and give access to Chris and Lisa.**
- **Branch Chiefs will ensure all staff resubmit telework agreements and upload to designated folder on M: drive (contact Lisa if you need forms or folder info)**
- **Chris will send any information the group any information she has regarding the proposed bill to reorganize PBS.**

Attendees: Chris, Ofelia, Bjorn, Patrick, Danielle, Lisa

FMD Branch Chiefs- Meeting Minutes and Action Items (6/15/16)

FMD/BC Meeting Minutes x

6/15/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Ofelia, Bjorn, Patrick

AGENDA

1. A10 and A40 Discussion

- If a surplus is confirmed, FMD plans to fund continued PNNL efforts. Several items would discussed to use with the surplus (eg. equipment for Cx teams, meters for Laguna,

scanners for OCIO); however, it was determined these purchases would not fall under BA61.

- FMD may transfer remainder of surplus to Lorenzo for the Laguna ACM project.

Action Items

- Lisa will schedule a meeting with Angie and Patrick next week to discuss issues relative to the A10 and A40 spreadsheets as well as "confirming" the projected \$2.1M surplus.
- Lisa will reach out to Lorenzo following a determination on the funds to inquire about transferring a portion of the surplus.

2. Realignment

- Patrick reported that PM has a proposed selection to fill the intern position. Patricia has the hiring recommendation for the 1176/GS-12 and should approve it shortly.
- Ofelia will have the cert list on June 17 from HR for the 343/GS-12 position which closed on June 3. Several other actions are in process.
- Bjorn is awaiting a decision from Zerlina regarding the S&E intern via the Peace Corps candidate list.

- (b) (6)

Action Items

- Lisa (and likely Ofelia) will participate in a teleconference with Sherri Wolfeson to discuss time frames for the hiring process.
- Victor Gomez should have all PM branch responsibilities transferred.

3. Administrative (tw agreements, division budget meeting, travel budget, branch calendars, training, purchasing, out of office email)

Action Items

- Ofelia will include RealComm training in next year's training budget.
- (b) (6)
- A majority of FMD will participate in the Business Writing Course scheduled onsite for four days during the week of August 8.
- All telework agreements must be updated (see attached form) and saved in branch folders at (b) (6)

MD Branch Chiefs- Meeting Minutes and Action Items (7/6/16)

7/7/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Paulina, Todd, Danielle, Bjorn, Ofelia, Chris, Patrick

AGENDA

1. Training

Action Items

- **Lisa will respond to Zerlina regarding the three group training courses (Cx, RS Means and Business Writing)**

2. Travel Budget

- Based on current travel needs projections, there will be a travel budget shortfall of ~\$85K.
- Chris inquired as to whether BA61 funds could be used for travel related to specific projects.

Action Items

- **Lisa will schedule a meeting for the managers for Tuesday, July 12 to discuss the travel budget.**
- **Paulina will contact Germaine Wong prior to the Tuesday meeting to inquire as to whether travel for specific projects can be allocated from BA61.**
- **In preparation for the Tuesday meeting, Lisa will send a separate email to the Branch Chiefs with instructions for scrubbing the numbers in the Travel Request for FMD spreadsheet for the following:**
 - **Update all TBD entries with**
 - **Update all projected cost entries with as close to actual as possible (eg. using Concur)**
 - **dates**
 - **Ensure all completed line items are removed from the "Q3_Q4 tab" and include any trips.**
 - **For any emergency/un-planned travel (eg. Fresno O&M, Chet Holifield asbestos, LA ESPC, NDER 2), populate the "FY16 Emergency" tab with actual travel costs.**
 - **Shift any line items that can be to next fiscal year by moving to "FY17 tab"**

3. Division Directors' Meeting Report Out

- All XOOM tablets must be returned as GSA will be donating them.
- The schedule for the laptop refresh is as follows: 7/1-10/12 the field and 10/2- 12/31 the regional headquarters. Dell 6400, 6410 and 6420s (and some 6430s) will be refreshed.
- Building mail will be delivered by suite. An email should be coming out shortly noting the change. Staff will need to update their email signature blocks, etc. to reflect their suite in the building.

- Administrator Roth will be holding a town hall next Thursday, July 14 in the courtyard from 11-1pm. All staff are encouraged to attend.
- On July 20, HR will be conducting virtual training on updated hiring practices. An email is forthcoming.
- BFMD announced the soft close for the fiscal year will be September 16.

Action Items

- Lisa will send out an email to the division with information regarding the collection of the tablets.
- Danielle will contact Michelle Seymour to inquire about the refresh for the BAS laptops.

4. Administrative

Action Items

- During each weekly managers' meeting, Branch Chiefs should report out their leave as well as staff leave/TDY for the following week.
- All Branches will give Chris and Lisa access to their group calendars.
- All telework agreements are to be uploaded to the following: (b) (6)

FMD Branch Chiefs- Meeting Minutes and Action Items (7/14/16)

FMD/BC Meeting Minutes x

7/14/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Bjorn, Paulina, Danielle, Ofelia, Patrick

AGENDA

1. Report from National FMD Director's Meeting

- Chris reported that that the funding for IGAs (ESPCs) and Arc Flash was eliminated from the FY18 Budget as requests exceeded the proposed 1.6% over FY17 levels.

Action Items

- Bjorn will work with Chris on determining if the entire inventory can be covered under arc flash contract.
- There will be a meeting for the FMD management team and Tom Andrews (plus his key contracting staff) on Wednesday, July 20. Calendar invites to follow.

- Chris wants to work on determining strategies if FMD must cut O&M costs again in FY18. Lisas will schedule future management team meeting.

2. FMD Staff Interaction with Building Contractors

Action Items

- Managers should convey to staff that if contractor's approach them regarding work space issues, staff should communicate to supervisors who can touch base with the Project Manager in D&C or the Field Office.

3. Database/Log of Mandates for each building

- Chris wants to create a database which lists the required reports/surveys for each building, including: O&M reports, environmental surveys, fire protection surveys, OSH surveys, MARS, energy surveys, asbestos and lead-based paint surveys, emergency generator tests, etc. The database will also indicate the last date a survey, etc. was completed.

Action Items

- Lisa will schedule a meeting for the management team to determine discipline requirements for each building and determination of a format (eg. database) to house list plus the status of reports (date last completed, etc)

4. Branch Specifics

Action Items

- Bjorn will follow up on data entry for the regional consolidated surveys.
- Chris reported that all staff who are receiving dual monitors and Autocad will eventually move to paperless work processes.
- (b) (6)

5. Administrative

- Chris plans to send Patricia the FMD travel requests for the remainder of the fiscal year.

Action Items

- Lisa will send out a word document to the branch chiefs to populate with all remaining travel requests using the typical travel request format.
- During each weekly managers' meeting, Branch Chiefs should report out their leave as well as staff leave/TDY for the following week.
- All Branches will give Chris and Lisa access to their group calendars.
- All telework agreements are to be uploaded to the following: (b) (6)

FMD Branch Chiefs- Meeting Minutes and Action Items (7/21/16)

7/21/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Bjorn, Patrick, Ofelia

AGENDA

1. Directors' Meeting Report Out

- Dan has resurrected the OMP with a few other regions.
- Chris may be working with David Hasse developing a position paper about the pitfalls and process for the regional Competitive Development Program (CDP).
- "Coffee Time with Dan" will now be hosted by the various PBS divisions.
- Surplus funds in BA60 will be used to upgrade the VTC systems
- Carol Stoner was selected as the Deputy Director for the LASC.
- Cables needs to be procured before the dual monitors can be distributed.
- Citrix and VPN support will end in the near future, and staff will need to use MyView for telework.
- Betta Ramos is the POC for the EEO process.
- (b) (6)

Action Items

- **Chris plans to meet with Paulina and Patrick to strategize about FMD's approach to supporting the field (eg. Fresno)**
- **Lisa will contact Emma to ask how Disposal approached their prep for hosting "Coffee Time with Dan."**
- **Chris wants the October FMD Open House to closely mirror the LASC approach.**

2. Prep for Meeting with the Acquisition Division

Action Items

- **Lisa will schedule a meeting for the managers on Tuesday to prepare.**

3. FMD On-boarding Process/Approach- not discussed

4. Status of Recruitments- not discussed

5. Branch Report Outs- not discussed

6. Administrative

- Chris indicated that all division travel projected for the remainder of the year will likely be funded.

Action Items

- During each weekly managers' meeting, Branch Chiefs should report out their leave as well as staff leave/TDY for the following week.
- Chris wants to work on determining strategies if FMD must cut O&M costs again in FY18. Lisa will schedule future management team meeting.
- Lisa will schedule a meeting for the management team to determine discipline requirements for each building and determination of a format (eg. database) to house list plus the status of reports (date last completed, etc)

FMD Branch Chiefs' Meeting - Minutes and Action Items (7/28/16)

FMD/BC Meeting Minutes x

7/28/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Bjorn, Ofelia, Patrick, Danielle, Paulina

AGENDA

1. Directors' Meeting Report Out

- Zerlina is still available for hiring status updates.
- The Courts are concerned about the migration to Maximo in that they may longer have access to the information they currently have with Maxweb.
- Dan and Patricia will both be out of the office several days over the next week, so Sam will be is Acting Regional Commissioner.
- There will be an ice cream social next Wednesday, August 3 in the 5th floor garden conference room to celebrate project management awards.
- The Personal Property Data call due on July 10. Bjorn confirmed the High Risk Review had already been completed in concert with Tiffany Ko.
- OHRM is managing a national hiring blitz, 100 staff, one-third of those are purportedly for R9. The series include: 1176, 1102, 08XX, 1101 and 1170 at the GS11-13 levels.
- Dual monitors to be distributed shortly with the Service Centers receiving theirs first.
- FMD has been asked to present an hour-long presentation to the Service Center Directors on the recent realignment detailing the benefits to the field and changes to the communication process
- FMD has been asked to develop information on leak detection products and best practices

- FMD has been asked to prepare a protocol for the regional ADA program

Action Items

- Ofelia will validate the Court's current access to Maxweb.
- All updates to the weekly must be completed to ensure Chris can send to Patricia by Tuesday next week.
- Lisa will confirm that Kristie is coordinating the Personal Property Data call due June 10.
- Branch Chiefs will have all staff who receive a dual monitor will send an e-card of thanks to Betta Ramos for her efforts.
- Lisa will draft presentation on FMD realignment for management team review and input
- FMD will announce the arrival of Aaron Allen as new Design Review Coordinator in conjunction with issuing a division policy formalizing the process.
- Patrick and Ofelia will develop list of best practices and products for leak detection. They will meet with Chris and Lisa on Tuesday to finalize information for Chris to present on Wednesday. Lisa will schedule meeting for Tuesday.
- (b) (5) [REDACTED]
- Patrick will begin developing SOPs for: Awarding service contracts AND Assessing contractor efforts (eg. Fresno- 6 months or so after award) for review by Chris the week of August 15.

2. Prep for Meeting with the Acquisition Division

- The meeting has been rescheduled to Tuesday, August 2.

Action Items

- After all items have been uploaded by COB on Friday, Lisa will give access to Josh, Carol, Cynthia and Joe on Monday.

3. FMD On-boarding Process/Approach- not discussed

4. Status of Recruitments

- Bjorn has received no update on his interns.
- (b) (6)
(b) (2) [REDACTED]

Action Items

- Lisa will follow up with Zerlina regarding all hiring actions that have not been updated by HR.

5. Branch Report Outs

6. Administrative

Action Items

- Managers and Deputies- Please decline interview panel participation as we need to focus on our divisional recruitment.
- Travel Budget FY16- funds have been approved, so managers will continue sending travel requests. Travel has been approved for Pete McKissick and Tom Orell to travel for the Business Writing Course.
- The managers' meeting preceding Germaine's monthly meeting (First Tuesday of the Month) will be focused on budget discussions.
- Management Team will develop strategies if must cut O&M costs again in FY18. (Lisa will schedule future management team meeting).
- Management team will determine discipline requirements for each building and determination of a format (eg. database) to house list plus the status of reports (date last completed, etc) (Lisa will schedule meeting)

FMD BC Meeting- Minutes and Action Items (8/18/16)- Please Review and Send Corrections

FMD/BC Meeting Minutes x

8/19/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Patrick, Bjorn, Danielle, Paulina, Ofelia, Gary

Attendees: Bjorn, Chris, Patrick, Danielle, Lisa

Agenda

1. FMD Quality Assurance/Quality Control Efforts

- Chris noted the primary function of FMD is to provide QA/QC to the field.

Action Items

- The management team will develop an internal QA/QC system. Lisa will schedule a meeting.

2. Discuss the status of the EOY Contracting Efforts

- Chris reported that Josh indicated the contracting group should be able to award all items currently listed in the shared google FMD PR spreadsheet.

Action Items

- **The FMD PR google spreadsheet will be used going forward as the common tracker for all division contracting efforts.**

2. Directors' Meeting Report Out

- Arc Flash efforts at a national level are being discussed. Steve Sakach will need to approve all projects that exceed the \$250K threshold.
- Client Solutions will be offering FOIA training (similar to Legal's training) on November 11. The training is prudent as there are more restrictions on exemptions.

Action Items

- Kristie as well as at least one staff from each branch should plan to take the FOIA training.
- For Fire Protection Projects, Chris wants to understand the prioritization process. Does the Field Office determine? RAC codes?

3. Status of FMD Recruitments

- (b) (6)
- (b) (6), (b) (2)
- (b) (6)
- HR will be announcing the Summers BF next week (?)
- Bjorn and Lisa will continue to work on the MARs Intern and Environmental Protection Specialist Intern positions.

Action Items

- **Chris suggests all hiring managers conduct a "deeper dive" into announcements to ensure more qualified applicant pools.**

4. FMD On boarding Approach

- Lisa noted that Kristie is developing the FMD on-boarding materials.

5. Branch Report Outs

- Energy & Sustainability
 - o (b) (6)
 - o Ofelia will return on August 23

- o All staff who received dual monitors sent E-card thanks to Betta Ramos.
- Property Management
 - o Patrick developed draft SOPs on Awarding service contracts AND Assessing contractor efforts for Chris' review.
 - o **Patrick will be on leave next week. Paulina is acting.**
- Safety and Environmental
 - o **Kristie will serve as division purchaser, and Jamie will continue as back up in Kristie's absence.**
 - o A comprehensive asbestos survey will be conducted at the Chet Holifield Federal Building on September 1.
 - o There will be a GSA-OSHA meeting to discuss asbestos issues at Chet Holifield on August 22.
 - o The East Bay Field Office will stop issuing contractor IDs unless manage the contract. This will require FMD to issue identification or provide escorts.
 - o All staff who received dual monitors sent E-card thanks to Betta Ramos.
 - o **Bjorn will be out of the office next week beginning on Tuesday. Gary is acting.**

Action Items

- **Danielle will coordinate the 30 minute briefings on the 5 different subjects areas per Patricia's request.**
- **With Demetria's departure, perhaps the Green Purchasing effort can be moved to AMD (Julianna?)**
- **Lisa will schedule a meeting with Bjorn, Jamie and Kristie to discuss procurement issues.**
- **Bjorn (and Patrick?) will determine the impacts of the East Bay Field Office's policy on issuing contractor IDs. If FMD needs to issue contractor IDs, Chris may approach Patricia to request an FTE to fill the GS-9 Administrator Officer position on the Deputy's staff.**

6. Administrative

Current Action Items

- **When all managers' have returned to the office, Chris wants to discuss the October 18 Open House in more detail.**
- **Lisa will schedule a meeting for all the engineering staff (SMEs conducting design reviews) to determine IT needs and solicit input on Autocad training.**
- **If travel is already listed in the division spreadsheet for FY16, travelers will continue to send requests to Chris. Chris will forward to Patricia as an informational courtesy.**
- **Lisa will schedule a meeting with Bjorn, Jamie and Kristie to discuss the division procurement process.**

Previous Action Items (7/28)- Still to do in **BOLD**

- **Ofelia will validate the Court's current access to Maxweb - COMPLETE - There is no current direct access to Maxweb by any tenant agency. Courts are briefed on the status of service calls through a monthly report that is rolled up and issued through Central Office.**
- **Lisa will incorporate all managers' comments on the draft realignment paper for Chris to review.**
- **FMD will announce the arrival of Aaron Allen as new Design Review Coordinator in conjunction with issuing a division policy formalizing the process.**
- **(b) (6)**
(b) (6)

FMD BC Meeting- Minutes and Action Items (9/1/16)

FMD/BC Meeting Minutes x

9/2/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Ofelia, Bjorn, Patrick, Caroline

Attendees: Bjorn, Chris, Patrick, Ofelia, Lisa

Agenda

1. Director Report Out

Action Items

- Chris to report back to Patricia regarding status of divisional hiring activities.
- More discussion warranted regarding Green Purchasing PoC (Wayne?)
- Ofelia to provide PCL with schedule for EV Charging Stations project, and email Jason Cawthorne that Amy Pevzner is the PM and John Myhre is the technical lead. In addition, PCL wants John M. to attend weekly paving meetings at Cottage Way.
- Automations inventory data call due 9/9. Validate that information is good.
- Bjorn will (likely) need to participate on upcoming (date TBD) IRS town hall to discuss asbestos issues at Chet Holifield.

2. FY17 FMD Training

- Chris wants all division analysts to take a statistics course and possibly take Tableau training (and/or request the reader be added to laptops.
- Chris wants all division engineers to take an Autocad course.

Action Items

- Supervisors with analysts will have them add a statistics course to their IDPs, and engineers add Autocad course to their IDPs.
- Ofelia will let Kristie know best contact in IT for adding Tableau to laptops.
- Lisa will have Kristie research Autocad course options.

3. De-obligation of Funds Data Call for Germaine

- Branches are reviewing contracts and communicating with Germaine regarding any de-obligations.

4. GCIMS Data Call on Active/Inactive Contractors

- This data call is due on 9/30 (per Chris Craft email)

Action Items

- **Lisa will send Josh Chung the list of contracts to have him check for active/inactive status.**
- **Lisa will let Chris Craft and Hector know we will respond by Q1.**
- **Bjorn will consider options for adding GCMIS review to MARS.**

5. Telework

- Discussion of when interns are approved to telework. Branch Chiefs assess and approve.
- Discussion of the differences between AWS as a work schedule and telework as a work practice.

Action Items

- **Reminder to Branch Chiefs to cc: Kristie on situational telework requests, so ETAMS can be updated.**

6 Travel Budget- tabled for another meeting

7.. Acting Responsibilities

- Branch Chiefs should choose staff who have access to relevant approval chains, etc. to be acting.

8. FMD Open House- October 18

- Bjorn and Danielle welcome additional team members.
- Bjorn has detailed set of plans

Action Items

- **Staff Roles for the event need to be determined.**
- **Lisa will talk with Kristie about planning refreshments.**

9. Roadmap to Success - 10/24-28

- Quality Assurance and Quality Control will be the focus of the next session.

10. Administrative

- Gary will be acting for Bjorn next week.

FMD BC Meeting- Minutes and Action Items (9/8/16)

9/12/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Ofelia, Patrick, Bjorn, Gary, Paulina

Attendees: Chris (CAH), Patrick, Ofelia, Lisa

1. Directors' Meeting Report Out

- Betta Ramos is the EEOC coordinator for GSA R9.

Action Items

- CAH will send an email memo to the field encouraging energy conservation in the last few weeks of this fiscal year to enable R9 to meet the blueprint for energy savings.
- Upcoming FOIA training on 11/16. Each Branch Chief will select a representative plus Kristie for a total of 4 from FMD.

2. TSS

- FMD will partner with Client Solutions to train 1176s on soft skills.

Action Items

- Patrick will contact Megan Stefani to discuss partnership approach.
- Patrick will have Chris C. and Matt Y meet to discuss an approach to engaging the field.
- Patrick will direct Chris C. to correlate corrective action plans to TSS scores.

3. FMD Hiring Status

- (b) (2) [REDACTED]
- (b) (6) [REDACTED]

4. GCIMS Data call - 9/16

Action Items

- Ofelia will provide Lisa verbiage for email to the field for remaining contractor names with insufficient information.

5. FY17Travel Budget- shelved to next week

5. Roadmap to Success - focus will be QC/QA- 10/24-28

- Ofelia suggested meetings with individual branches in addition to meeting as a division for topics that touch all branches.
- Kristie has secured meeting space in both the 50 UNP first floor conference rooms plus the Oakland Federal Building should the management team determine a change of venue.

6. Branch Reports- accomplishments this week? upcoming issues? branch chief on leave? staff on leave?

- Ofelia: Next week, the TAT members will travel the LACH for commissioning training. (b) (6)
- Patrick: Confirmed that the PM Technical Team will continue conducting the MARS O&M inspections.

7. Administrative and Prior Activities

- CAH spoke with the program manager for the Competitive Development Program and posits FMD candidates will rate well next year. Applications are rated on the following: Career History, Professional Awards, Civic Awards, Gains from participating in the training, and applicant's potential for leadership.

Action Items

- More discussion warranted regarding Green Purchasing PoC- Patrick suggests Diane Holleman. Patrick will contact Tracy to determine roles and responsibilities.
- CAH to email Jason Cawthorne that Amy Pevzner is the PM and John Myhre is the technical lead.

FMD BC Meeting- Minutes and Action Items (9/15/16)

FMD/BC Meeting Minutes x

9/16/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Bjorn, Patrick, Ofelia

Attendees: Chris, Ofelia, Bjorn, Patrick, Lisa

1. Directors' Meeting Report Out

- In FY17, Katariina will reconcile Concur amounts v. travel estimates.
- Jared presented on regional Performance Measures of FY17. FMDs include: 1) Advancing Sustainability; 2) Provide Cleaning and O&M Services within Private Sector Benchmarks;

and 3) Increase TSS. Each measure needs a companion action plan to include key priorities and strategies.

- Divisions will continue with hiring actions.
- Soft close on budget activities is 9/16. Hard close is 9/23.
- All divisions, save Client Solutions, must certify staff in FAC/PPM by December 2016.

Action Items

- **Lisa will resend google FMD FY16 Travel spreadsheet for Branch Chiefs to populate with estimates for the remainder of FY16. CAH will report out on 9/20.**
- **Branch Chiefs will prepare travel estimates for FY17. Lisa will send out link to google sheet to Branch Chiefs the week of 9/19 to project FY17 travel costs. CAH will report out to Katariina and PCL on 10/1.**
- **Lisa will coordinate a meeting with Jared and the Management Team next week to discuss FMD's Action Plans to meet the three FY17 Performance Measures. All regional Action Plans are due by 9/30.**
- **Lisa will coordinate with Germaine in advance of 10/4 FMD Budget meeting to distribute FY17 budget spreadsheets.**
- **Lisa will contact PMO to inquire about a list of staff who must be certified as FAC/PPM and request waivers if necessary.**

2. Branch Report Outs

- Ofelia: Caroline will be Acting on 9/16.
- Bjorn: Gary will be Acting on 9/22 while Bjorn is at Laguna for Town Hall on ACM,
- Patrick will continue managing MARS logistics until Robert Thornton joins FMD,

3. Telework (workload assessment)

Action Items

- **Branch Chiefs will consider plans to address potential changes.**

4. FMD Open House- Oct 18

Action Items

- **Branch Chiefs will review google docs distributed by Bjorn to determine staff contributions and involvement.**

5. Roadmap to Success- Location/Agenda

- Two Main Topics: 1) Development of QC process for internal use and QA process for the field; and 2) Determine of Requirements for each facility.
- October 24: all division. October 25: branches meet separately to determine approaches. October 26: reconvene as division to discuss path forward. October 27: management team meets.

Action Items

- **Lisa will present options for location.**
- **Management Team will meet in advance of week of 10/24 to prep.**

6. Administrative and Prior Activities

Action Items

- Patrick will contact Tracy next week to determine roles and responsibilities for the regional Green Purchasing Program.
- At the beginning of FY17, Patrick and CAH will meet to determine plan for TSS approach including how to engage and support the field by developing materials for monthly tenant meetings. Chris Cabato will then brief PCL on the TSS program.
- At the beginning of FY17, Patrick and CAH will meet to determine if TSS role needs a full FTE.
- At the beginning of FY17, Patrick will solicit the Service Center Directors regarding salient issues for the February 2017 Property Managers' Conference. CAH/Patrick will brief PCL.

FMD BC Meeting- Minutes and Action Items (9/22/16)

Muted x

FMD/BC Meeting Minutes x

MARS/FY17 x

9/26/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Ofelia, Patrick, Bjorn, Gary

Attendees: Chris, Ofelia, Gary, Patrick, Lisa, Nathan Hill

1. Directors' Meeting Report Out

- The Regional PMO office has a cost-estimating IDIQ (300K).
- Wendy Williamson will be overseeing all of Arizona as the Senior Property Manager.

Action Items

- Branch Chiefs will prepare travel estimates for FY17 by 9/29. CAH will report out to Katariina and PCL on 10/1.
- Branch Chiefs will remind all staff with travel cards to complete the GSA OLU online travel card training by 11/30.

2. Branch Report Outs

- Ofelia: Nothing to report.
- Gary: Bjorn representing FMD at Laguna Town Hall; Justine providing support to Real Estate for IH issues at EPA Bldg (75 Hawthorne); safety surveys uploaded to national database; selection made for the Pathways Intern - Environmental Protection Specialist.

- Patrick will continue managing MARS logistics until Robert Thornton joins FMD,

3. FY17 Performance Measures - Action Plans (SCD)- 9/30

Action Items

- Lisa will respond to Jason Cawthorne's email regarding FY17 Performance Measure Action Plans with FMD's suggestions.
- Lisa will also schedule a conference call for the management team and the Service Center Directors early next week as all regional Action Plans are due to Jared Bradley.

4. COR Training for the Field

- COR Training will be a topic for the next annual Property Managers' Conference (2/2017).

Action Items

- Patrick will talk to Tracy about AMD providing a training session during the annual conference.
- Patrick will contact the SCDs to solicit relevant topics for the conference.
- Patrick and CAH will develop agenda for the October 2016 quarterly call with the Property Managers and present the agenda recommendations to PCL.

5. FMD Open House- Oct 18

Action Items

- Branch Chiefs will encourage staff to volunteer for the Open House.
- Bjorn and team will develop a script.
- Lisa will contact Betta to determine if the next FMD Coffee Time with Dan can be scheduled on 10/18.

6. Roadmap to Success- Location/Agenda

- Two Main Topics: 1) Development of QC process for internal use and QA process for the field; and 2) Determine of Requirements for each facility.
- October 24: all division. October 25: branches meet separately to determine approaches. October 26: reconvene as division to discuss path forward. October 27: management team meets.
- Questions to consider for development of QA/QC Programs: Where to we see biggest risks in each program area? How do we know it is a risk? How to mitigate?
- The first three days will be held at the Oakland Federal Building. The fourth day (managers-only) will be held in the Nimitz Suite at 50 UNP.

Action Items

- Management Team will meet in advance to prep.

7. FAC-PPM Training Update

- Lisa reported on a recent meeting with rPMO to discuss who needs to complete this training, at what level and how to gain access to the courses. Lisa will update the management team as new information is shared.

8. Administrative and Prior Activities

Action Items

- Patrick will review Demetria's list of duties relative to the Green Purchasing Program and contact Tracy to discuss.

FMD BC Meeting- Minutes and Action Items (9/29/16)

FMD/BC Meeting Minutes x

9/30/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Patrick, Ofelia, Paulina, Gary, Caroline, Danielle

Attendees: Chris, Patrick, Ofelia, Lisa, Bjorn (phone)

1. Directors' Meeting Report Out

- The Continuing Resolution was passed and only mission-critical travel will be approved for Q1FY17. Katariina will send out guidance on the CR.
- FMD may be added to the new employee orientation schedule.
- Staff with contracts that have not been completed may need to be on call this weekend. If they are called by BFMD, they will receive overtime.
- CAH can approve Special Acts Awards up to \$500. The RC can approve up to \$2500
- PBS Holiday party will be held on Thursday, December 15.

Action Items

- Ofelia, Mark and Danielle will remain on call for contracting efforts this weekend.
- CAH wants managers to consider staff for Special Act Awards next FY.

2. Branch Chiefs Report Out

Ofelia: Working with HR to develop separate job announcements for the mechanical and electrical engineers; Caroline acting on Friday.

Patrick: Reached out to AMD for COR training for the property managers; working with Tracy on green procurement responsibilities; soliciting feedback from Service Center Directors on PM Conference. Paulina acting on Friday and Armando acting on Monday.

Bjorn: Waiting for HR info on EPS intern. Paulina acting on Friday. Gary acting next week when Bjorn is TDY.

3. Roadmap- Mission Critical Discussions- travel requests

- Justification for travel for October 24-26: "Detailed planning of Commissioning Execution."

Action Items

- By Monday, Ofelia will provide travel estimates for Tom Orrell and Mark Levi, and Paulina/Patrick will provide travel justification for Pete McKissick.

4. Travel Budget FY17

Action Items

- Lisa will send out updated FY17 Travel Budget spreadsheet to managers.
- Managers will ensure all projected travel is included in the spreadsheet.
- All managers with staff travelling for Fresno MARS will send Lisa travel request emails by Monday. Lisa will roll up travel requests for all October travel for Chris to send to PCL on Monday/Tuesday.

5. BRAVO Executive Leadership Awards (Nomination period 9/26- 10/7)

Action Items

- Managers will review criteria for various BRAVO Awards to suggest staff to nominate.

6. October 18 Open House

- Planning committee is drafting the script and powerpoint (<https://docs.google.com/document/d/1T-FbTIKwgRoUkiEwOLNMxxpnAiQRo0ORUvIE2B2e0zw/edit>)

7. FST/Drinking Water White Paper for Dan

Action Items

- Lisa will schedule a meeting for CAH, Jamie, Justine, Patrick and Ed to draft a one page white paper for Dan by the end of next week. The paper will address: 1) current Fuel Storage Tank and Drinking Water policies; 2) changes to the old policies and 3) impact the new policies have on FMD and/or the field.
- Lisa will also send out the policies for staff to review in advance.

FMD BC Meeting- Minutes and Action Items (10/06/16)

FMD/BC Meeting Minutes x

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Gary, Ofelia, Patrick, Paulina, Bjorn

Attendees: Chris, Ofelia, Lisa, Gary (phone)

1. Directors' Meeting Report Out

- Katariina/BFMD will be coordinating the regional travel budget. Kristie will be FMD's PoC with access to the approved travel spreadsheet and responsibility for reconciling actual costs.
- Dan wants a demonstration on NCMMS for the Carter Keep CH in San Diego (or alternate building with sufficient data.)
- GSA Town Hall scheduled at 50 UNP for Wednesday, October 12.
- R9 plans to hire 5-6 Emerging Leaders Interns by Christmas and 15-20 in the spring 2017.
- Performance ratings are due to PCL by mid-October.
- Jan Wright will send out an example of the briefing on the key operating principles for all GS-13s and above.

Action Items

- **Ofelia will have Victor (and Mark?) prepare a demonstration for Dan on November 10.**
- **Branch Chiefs will send Chris projected staff ratings by Wednesday, October 12. CAH will send spreadsheet from last year?**
- **Key Operating Principles will be discussed during the Roadmap and also included in the new employee handbook.**

2. Branch Topics to Brief PCL (TSS- 10/17, PPA- 10/31)

- FMD will prepare program presentations for PCL on upcoming Mondays.

Action Items

- **Branch Chiefs will develop a list of program presentations for CAH by the next meeting. CAH will develop a proposed calendar for PCL.**
- **Lisa will email Patrick and Chris to alert them to TSS presentation on 10/17.**

3. October 18 Open House

- Mission statements will be removed from slides for virtual presentation as branches will craft new ones during the Roadmap.

Action Items

- **More discussion necessary to determine specifics for the event.**

4. October 24-26 Roadmap- Staff Travel and break out room set ups for Tuesday

- Mission statements will be removed from slides for virtual presentation as branches will craft new ones during the Roadmap.
- Projected Schedule: Monday: staff arrival @ 8:45am 9:00am start and day ends @ 3:00pm or 3:30pm. Tuesday: 8:30am arrival for 8:45am start. Branches on their own in breakout rooms at Dellums with end of day @ 3:00pm. Wednesday: 8:30am arrival for 8:45am start. Branches on their own in the morning in breakout rooms at Dellums. Reconvene as entire division from 12:30pm- 3:30pm.
- FMD QA/QC Program: 1) MARS, 2) Cx, and 3) Building Requirements

Action Items

- CAH will develop list of desired outcomes to send to Branch Chiefs to use for discussion at next week's meeting.
- Branch Chiefs will consider room set ups/AV requests for breakout rooms to discuss next week.

5. Administrative (IT Requests, On-boarding info for 52s, Travel Request Language, Holiday Schedules?)

- FMD Holiday Party is scheduled for Tuesday, December 6. CAH would like to recognize all FMD staff during the event.

Action Items

- Ofelia will have Victor solicit information on the Maximo tablet pilot program R7 is running.
- Management team will discuss holiday leave schedules during the next meeting.
- Lisa will email division noting that staff with Use or Loose or Restored Leave must submit all leave requests for those categories via ALOHA by November 26.

FMD BC Meeting- Minutes and Action Items (10/27/16)

FMD/BC Meeting Minutes x

10/28/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Chris, Bjorn, Patrick, Ofelia

Attendees: Chris, Ofelia, Bjorn, Patrick, Lisa

1. Directors' Meeting Report Out

- November 4 COOP exercise at 450 GG for PBS Division Directors and Back Ups.
- PMO is managing the FAC-PPM Initiative for the region.
- PBS Engagement Team will be reaching out to GS-14s and above to collect funds/food donations for the December 15 PBS Holiday Party.
- Additional tablets will be available.
- PBS will be soliciting another round of ELPs next week.

Action Items

- Bjorn will support Chris and attend the COOP Exercise. Lisa will alert FMD staff to prepare for COOP injects. Branch Chiefs will compile list of staff available during COOP for CAH.
- Lisa will serve as FMD PoC for the FAC-PPM Initiative. Lisa will work with Branch Chiefs to determine which staff should be FAC-PPM certified.
- Lisa will coordinate with Branch Chiefs to develop a list of staff who need tablets.
- Lisa will work with Zerlina to inquire about a structural/civil engineer from the next ELP round.

2. BMO Meeting with AMD

Action Items

- Ed Anelli likely FMD representative to this process with support from other technical advisers. Patrick to make final staff determination when schedule is set.

3. Arc Flash

Action Items

- Patrick will serve as COR for the contract.
- Patrick will schedule meeting to discuss how to maintain the efforts of this contract in the future (eg. how to include updating line diagrams, etc. in the O&M contracts.)

4. Staff Report Outs

Ofelia: EV Charging Station

Bjorn: Asbestos survey issues with the seismic project at Laguna

Patrick: TSS coordination with CSD

Action Item: CAH wants to meet to discuss way to motivate the field for TSS. Patrick will determine one building per Service Center with large scale projects to be completed in the near term to reach out to building managers to engage tenants. CAH wants to prep ribbon cutting for Cottage Way parking lot.

5. Administrative

Action Items

- Ofelia will have Victor solicit information on the Maximo tablet pilot program R7 is running (from prior meeting)
- Management team will send holiday leave schedules to Lisa to compile.



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FMD BC Meeting- Minutes and Action Items (11/10/16) & PBS Directors' Meeting Notes (11/10/16)

FMD/BC Meeting Minutes x

11/15/
16

Lisa Sharp - 9P3PM <lisa.sharp@gsa.gov>

to Bjorn, Ofelia, Paulina, Patrick, Chris

Attendees: Ofelia, Bjorn, Patrick, Paulina, Lisa

1. Directors' Meeting Report Out

- Attending: Dan, Patricia, Tom Andrews, Sam Mazzola, Jan Wright, Ann Klimek, Jason Cawthorne, Abdee Gharavi, Katariina Twovenin, David Hasse, Lisa Sharp, Mike Wirtz & Lorenzo Davis on the phone.
- The APPAS process must be completed by 11/14 to ensure a prompt pay-out. The signature page with the performance plan, mid-year and annual must be scanned to the mailbox noted in the APPAS email. If staff prefer Time Off Awards, managers must complete an electronic form.
- CSD (Bonnie Macaraig) will be coordinating meetings for several divisions with a GSA R6 consultant to discuss EVS Planning.
- Dan's upcoming Coffee Time will include a discussion of the Transition to a new administration.
- All current hiring actions will continue (45 current with a projection of 10 ELPs).
- Laura Stegner will be vacating from the AC of D&C at CO to become a Zonal Director.
- RFI for a replacement to EPM went out on 10/31 with a projection of FY19 or FY20 for a new system.
- Matt Jear reported that a meeting would be held on 11/14 to discuss the high risk building-seismic letters to be sent out to the agencies. Matt, Traci Madison and Lorenzo Davis would participate.
- BRAVO Awards ceremony to be held on 11/17. All staff are highly encouraged to attend.

Action Items

- **FMD will meet with the EVS consultant and all staff on 12/12. Directors should sent the results of their divisional reports out in advance for staff to review.**

2. Staff Report Outs

3. APPAS

- Complete by 11/14 with signed and uploaded reviews.

3. EVS

Action Items

- **Supervisors are to encourage staff to fully engage and participate in the EVS planning session.**
- **Lisa will send out the report to the division staff.**

5. BRAVO AWARDS

Action Items

- **Supervisors are to encourage staff to attend. The Ops Cost Reduction Team and NDER2 Teams were submitted as potential awardees.**

6. Administrative

Action Items

- **Donations (\$25) from GS-14 and GS-15s for the PBS Employee Celebration Party will be collected by Kristie by 11/18.**
- **Supervisors will update the FMD Managers Leave Calendar with projected leave for the end of the year.**



Weekly FMD Branch Chiefs- Phoenix Room

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Dec 1, 2016

Guests

- ✓ chris.halpin@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ ofelia.navarro@gsa.gov
- ✓ patrick.jones@gsa.gov

Where

Phoenix Conference Room (4388)

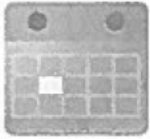
Description

Agenda:

- 1) Directors' Meeting Report Out
- 2) Holiday Party- 12/6- Awards
- 3) Tablet Justifications

866-820-3780 L: (b) (2)

My Notes



Weekly FMD Branch Chiefs

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Jan 12, 2017

Guests

- ✓ chris.halpin@gsa.gov
 - ✓ lisa.sharp@gsa.gov
 - ✓ ofelia.navarro@gsa.gov
 - ✓ patrick.jones@gsa.gov
 - ✗ paulina.sheung@gsa.gov
- TSS meetings
gary.rose@gsa.gov

Where

Phoenix Conference Room (4388)

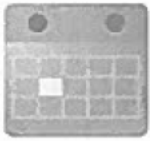
Description

Agenda:

1. Staff Report Outs
2. Travel Projections for FY17
3. FMD Purchasing Process
4. Administrative Issues (Operating Principles Discussion (GS13/14) by Jan 31)

If you are in the building, please plan to attend. If not, send me an email with a contact number to call you.

My Notes



Weekly FMD Branch Chiefs

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Jan 19, 2017

Guests

- ✓ chris.halpin@gsa.gov
 - ✓ lisa.sharp@gsa.gov
 - ✓ ofelia.navarro@gsa.gov
 - ✓ patrick.jones@gsa.gov
 - ⊗ gary.rose@gsa.gov
 - ⊗ paulina.sheung@gsa.gov
- Presenting TSS/OPM to Field Offices

Where

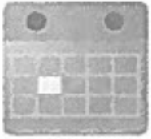
Phoenix Conference Room (4388)

Description

Agenda:

- 1) Update from PBS Directors' Meeting
- 2) Staff Report Outs
- 3) GSA Operating Principles- GS13/14
- 4) Plan Review Priorities
- 5) Administrative

My Notes



Weekly FMD Branch Chiefs

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Feb 2, 2017

Guests

- ✓ chris.halpin@gsa.gov
- ✓ gary.rose@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ ofelia.navarro@gsa.gov
- ✓ patrick.jones@gsa.gov
- ✗ paulina.sheung@gsa.gov
On leave.

Where

Phoenix Conference Room (4388)-
reserved for sure this time!- 866-910-
9819 L: (b) (2)

Description

Agenda:

- 1) PBS News
- 2) Staff Report Outs
- 3) Review of Agenda for Feb 8 EVS Meeting
- 4) Travel Requests
- 5) Administrative (Feb 8 450 Forms)

To join the meeting:

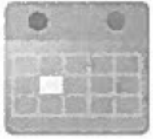
<https://meet.gsa.gov/fmdw/>

Participant Code: (b) (2)

Conference Number(s):

US (Toll): 1-719-325-2013

US (Toll Free): 1-866-928-2008



Weekly FMD Branch Chiefs- BUDGET PREP- Note the Return to Nogales Room

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Feb 9, 2017

Guests

- ✓ chris.halpin@gsa.gov
- ✓ gary.rose@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ ofelia.navarro@gsa.gov
- ✓ patrick.jones@gsa.gov
- ✓ paulina.sheung@gsa.gov

Where

Nogales (4308)

Description

Agenda:

- 1) PBS Directors' Meeting
- 2) Staff Report Out
- 3) Budget Prep for Germaine meeting next week
- 4) Administrative (Transit Subsidy Training, Insider Threat Training)

To join the meeting:

<https://meet.gsa.gov/fmdw/>

Participant Code: (b) (2)

Conference Number(s):

US (Toll): 1-719-325-2013

US (Toll Free): 1-866-928-2008



Weekly FMD Branch Chiefs

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Feb 16, 2017

Guests

- ✓ chris.halpin@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ ofelia.navarro@gsa.gov
- ✓ patrick.jones@gsa.gov

Where

Phoenix Conference Room (4388)

Description

Agenda:

- 1) PBS Directors' Meeting
- 2) Staff Report Out
- 3) Budget Prep for Germaine meeting next week
- 4) Administrative (Transit Subsidy Training, Insider Threat Training)

My Notes



Weekly FMD Branch Chiefs

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Feb 23, 2017

Guests

- ✓ chris.halpin@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ ofelia.navarro@gsa.gov
- ✓ patrick.jones@gsa.gov

Where

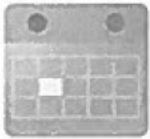
Phoenix Conference Room (4388)

Description

Agenda:

- 1) PBS Directors' Report Out
- 2) Staff Report Out
- 3) COR Training
- 4) FMD Travel Process
- 5) Division Staff Meeting
- 6) Administrative (Proxy for Transit Subsidy, Staff Shout Outs, Concur Updates, This meeting)

My Notes



Weekly FMD Branch Chiefs

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Mar 2, 2017

Guests

- ✓ chris.halpin@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ ofelia.navarro@gsa.gov
- ✓ patrick.jones@gsa.gov

Where

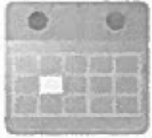
Phoenix Conference Room (4388)

Description

Agenda:

- 1) PBS Directors' Meeting Report Out
- 2) Staff Report Outs
- 3) FMD Training
- 4) FMD Budget Prep to Prep
- 5) Administrative (Employee Appreciation Day)

My Notes



Weekly FMD Branch Chiefs (Budget Prep for 3/21 Meeting)

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

2pm - 3pm (Pacific Time)

Date

Thu Mar 9, 2017

Guests

- ✓ chris.halpin@gsa.gov
- ✓ kristie.srabian@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ ofelia.navarro@gsa.gov
- ✓ patrick.jones@gsa.gov

Where

Phoenix Conference Room (4388)

Description

Agenda:

- 1) Budget Prep (Kristie to attend)
- 2) EVS Planning due 3/15
- 3) Good news to CAH for newsletter by 3/15

My Notes



Weekly FMD Branch Chiefs

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

12:30pm - 1:30pm (Pacific Time)

Date

Thu Mar 23, 2017

Guests

- ✓ chris.halpin@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ patrick.jones@gsa.gov
- ofelia.navarro@gsa.gov

Where

Phoenix Conference Room (4388)

Description

Agenda:

- 1) PBS Directors' Meeting Report Out
- 2) Staff Report Outs
- 3) Training Requests Status
- 4) Administrative (Copier Paper/Error Messages, Supplies, Gray Bins, Signing for packages)

My Notes



FMD Supervisors' Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

3pm - 4pm (Pacific Time)

Date

Thu Apr 27, 2017

Guests

- ✓ gary.rose@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ patricia.lynn@gsa.gov
- ✓ patrick.jones@gsa.gov
- ofelia.navarro@gsa.gov
- paulina.sheung@gsa.gov

Where

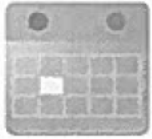
Honolulu Room (3rd Floor- 3112)

Description

Agenda:

- 1) EVS
- 2) May FMD All Hands Agenda

My Notes



FMD Supervisors' Weekly Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

10pm - 11pm (GMT (no daylight saving))

Date

Thu Jun 22, 2017

Guests

✓ john.mpalmer@gsa.gov
✓ lisa.sharp@gsa.gov
✓ patricia.lynn@gsa.gov
✓ patrick.jones@gsa.gov
✓ paulina.sheung@gsa.gov
gary.rose@gsa.gov
ofelia.navarro@gsa.gov

Where

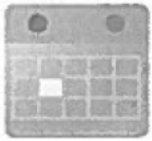
Honolulu Room (3112)

Description

Agenda:

- 1) PBS Directors' Meeting Report Out
- 2) PAM Review
- 3) Administrative (future training for FMD monthly meetings)

My Notes



FMD Supervisors' Weekly Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

1pm - 2pm (Pacific Time)

Date

Wed Jun 28, 2017

Guests

✓ john.mpalmer@gsa.gov
✓ lisa.sharp@gsa.gov
✓ patricia.lynn@gsa.gov
✓ patrick.jones@gsa.gov
✓ paulina.sheung@gsa.gov
gary.rose@gsa.gov
ofelia.navarro@gsa.gov

Where

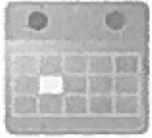
Honolulu Room (3112)

Description

Agenda:

- 1) OMA Training for Contractor On-boarding- 7/10 and 7/18
- 2) July FMD Meeting

My Notes



FMD Supervisors' Weekly Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

10pm - 11pm (GMT (no daylight saving))

Date

Thu Jul 6, 2017

Guests

- ✓ john.mpalmer@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ patricia.lynn@gsa.gov
- ✓ patrick.jones@gsa.gov
- ✗ paulina.sheung@gsa.gov

Annual Leave

gary.rose@gsa.gov
ofelia.navarro@gsa.gov

Where

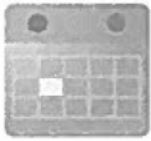
Honolulu Room (3112)

Description

Agenda

- 1) PBS Report
- 2) FMD Monthly- July 18- Lunch and Learn?
- 3) Administrative (Emergency bags: replacement items and additional bag)

My Notes



FMD Supervisors' Weekly Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

10pm - 11pm (GMT (no daylight saving))

Date

Thu Jul 13, 2017

Guests

- ✓ gary.rose@gsa.gov
- ✓ john.mpalmer@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ ofelia.navarro@gsa.gov
- ✓ patricia.lynn@gsa.gov
- ✓ patrick.jones@gsa.gov
- ✓ paulina.sheung@gsa.gov

Where

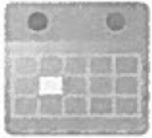
Nogales Room (4308)

Description

Agenda:

- 1) PBS Report Out
- 2) Agenda for FMD Monthly- 7/18
 - FY18 Budget?
 - Report out on recent soft skill training
 - Administrative (Travel/Training)
- 3) EVS Report out Due 7/21
- 4) COOP 7/20- OFM meeting coverage

My Notes



FMD Supervisors' Weekly Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

3pm - 4pm (Pacific Time)

Date

Thu Aug 10, 2017

Guests

- ✓ danielle.bogni@gsa.gov
- ✓ john.mpalmer@gsa.gov
- ✓ lisa.sharp@gsa.gov
- ✓ patricia.lynn@gsa.gov
- ✓ patrick.jones@gsa.gov
- ✓ paulina.sheung@gsa.gov
- gary.rose@gsa.gov
- ofelia.navarro@gsa.gov

Where

Honolulu Room (3112)

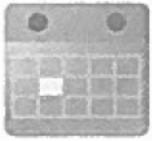
Description

Agenda:

- 1) PBS Directors' Meeting Report
- 2) Agenda for 8/15 FMD meeting:
 - General Updates
 - CSD- EVS (15 minutes)
 - Values board introduction
 - Jamie Beisner ELP Presentation (10 minutes)
 - Branch Updates

(b) (6)

My Notes



FMD Supervisors' Weekly Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

3pm - 4pm (Pacific Time)

Date

Thu Aug 17, 2017

Where

Honolulu Room (3112)

Guests

✓ danielle.bogni@gsa.gov
✓ john.mpalmer@gsa.gov
✓ lisa.sharp@gsa.gov
✓ patricia.lynn@gsa.gov
✓ patrick.jones@gsa.gov
✓ paulina.sheung@gsa.gov
gary.rose@gsa.gov
ofelia.navarro@gsa.gov

Description

Agenda:

1. PBS Report Out
2. September FMD Meeting- 26th?
3. Administrative- First Aid Kits (3)
4. Action Tracker
5. Administrative- travel, training FY18, schedules

My Notes



FMD Supervisors' Weekly Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

3pm - 4pm (Pacific Time)

Date

Thu Aug 31, 2017

Guests

✓ john.mpalmer@gsa.gov
✓ lisa.sharp@gsa.gov
✓ patricia.lynn@gsa.gov
✓ patrick.jones@gsa.gov
✓ paulina.sheung@gsa.gov
gary.rose@gsa.gov
ofelia.navarro@gsa.gov

Where

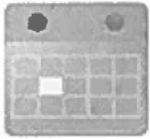
Honolulu Room (3112)

Description

Agenda:

- 1) PBS Report Out
- 2) Travel Budget
- 3) ELP Coffee Times
- 4) Managers' Strategic Planning (9/25)
- 5) Monthly Meeting (9/26)
- 6) Action Tracker
- 7) Administrative- lpads, leave

My Notes



FMD Supervisors' Weekly Meeting

Created by: lisa.sharp@gsa.gov · Your response: ✓ Yes, I'm going

Time

3pm - 4pm (Pacific Time)

Date

Thu Sep 7, 2017

Guests

✓ john.mpalmer@gsa.gov
✓ lisa.sharp@gsa.gov
✓ patricia.lynn@gsa.gov
✓ patrick.jones@gsa.gov
✓ paulina.sheung@gsa.gov
gary.rose@gsa.gov
ofelia.navarro@gsa.gov

Where

Honolulu Room (3112)

Description

Agenda

- 1) 9/25 Management Meeting: location/agenda
- 2) 9/26 FMD Monthly Meeting:
potluck/sandwiches/kfc- kristie to send email on 9/8
- 3) Training- CORs
- 4) Action Tracker

My Notes